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INTRODUCTION

The purpose of this position is to receive developmental assignments to conduct limited and/or factual studies in support of the team and to facilitate development of management data describing PEO organizational processes. The function of the team is to assist management by providing analytical studies of management processes and to recommend improvements as well as to administer a variety of management programs.

MAJOR DUTIES

Using fundamental management analysis techniques and procedures, the incumbent analyzes and evaluates PEO activities that are of a procedural nature. Identifies and recommends improvements in management programs to promote economy, maximize resource utilization, and enhance the efficiency and effectiveness of operations. Conducts portions of studies and reviews on organizational structures, operational aspects of organizations, scheduled reviews of management control systems, etc.

Participates in administering management programs for the purpose of promoting economy of operations and improving efficiency of PEO operations.

Meets with management to perform limited studies/reviews, and to provide orientation on management requirements in relation to directives, policies, regulations, procedures for reorganizations, management studies, etc. Discusses and defines objectives and timelines with management.

Conducts interviews and fact finding inquiries with supervisors and employees to gather information on organizational missions, functions, and work procedures. Applies fact finding and investigative skills and techniques to obtain specific details and surface problems or issues associated with workflow, working conditions, guidelines on methods and procedures/etc.

Analyzes and evaluates administrative practices, work methods, procedures, and organizational structures. Analyzes and determines requirements and available resources for continuation of service agreements with local entities.

Identifies problems, issues, inefficient practices, areas for improvement, resource needs, organizational deficiencies and/or impacts on related activities that occur, e.g., as a result of organizational restructuring. Studies distribution and assignment of functions and responsibilities for appropriateness.

Develops solutions to problem areas and provides recommendations. Recommendations promote the improvement of management systems such as modification of work methods and procedures, comparisons of current and proposed organizational structures, cost benefits, manpower implications, etc.

Presents oral briefings and written reports on results of management program analysis,

proposed recommendations and/or problem solutions to improve management programs. Encourages organizations involved to accept recommendations and proposals.

Maintains contact with operating officials of organizations studied to establish, clarify, and disseminate information concerning management services. Provides orientation concerning management requirements of pertinent directives, explains recommendations involving significant changes in work methods or organizational relationships, and proposed key actions.

Performs other duties as assigned.

FACTOR LEVELS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION - Level 1-6 950 Points

- Knowledge of fundamental and basic theories, principles and practices of management and organization, and knowledge of administrative practices and procedures.
- Skill in applying these theories and practices to perform assignments evaluating and analyzing work associated with the administrative and operational aspects of management programs.
- Ability to write reports.
- Skill and ability in conducting oral briefings.

FACTOR 2: SUPERVISORY CONTROLS - Level 2-2 125 Points

Works under the supervision of the Team Leaders who indicates generally what is to be done, limitations, quantity, quality, deadlines, and priorities. The supervisor also provides instructions and guidance on new, difficult or unusual assignments, along with suggestions and advice. Work is checked for accuracy, and adherence to instructions and to established procedures.

FACTOR 3: GUIDELINES - Level 3-2 125 Points

Specific guidelines covering assignments are readily available. Guidelines include DOD, DA, and SPD regulations and directives, technical reference publications, precedents, and previous projects, studies and programs. The incumbent uses judgment and initiative in locating and selecting the most appropriate guidelines. Situations where the guidelines cannot be applied are referred to supervisor or senior specialist.

FACTOR 4: COMPLEXITY - Level 4-3 150 Points

The work consists of duties involving varied and unrelated steps, processes and methods in conducting limited studies. These involve various choices depending on the information, desired outcome or other differences of a factual nature.

FACTOR 5: SCOPE AND EFFECT - Level 5-2 75 Points
The work involves performing limited studies, or portions of larger or
more complex ones. The work results in products or services that affect
the accuracy, reliability pr acceptability of other products or
services.

FACTOR 6/7: PERSONAL CONTACTS/PURPOSE OF CONTACTS-Level 2a 45 Points

Personal contacts are primarily with PEO employees and managers of all levels, as well as with management counterparts of higher headquarters. Contacts are for the purpose of conducting interviews, and obtaining factual information.

FACTOR 8: PHYSICAL DEMANDS - Level 8-1 05 Points Work is sedentary. No special physical abilities are required.

FACTOR 9, WORK ENVIRONMENT - Level 9-1 05 Points Work is performed in a normal office setting.

TOTAL POINTS: 1480 Points